

Department of Land Management
Building and Zoning Division
116 HAMPTON ROAD
SOUTHAMPTON, NY 11968

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TOWN OF SOUTHAMPTON



JAY SCHNEIDERMAN
TOWN SUPERVISOR
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KYLE P. COLLINS, AICP
TOWN PLANNING AND
DEVELOPMENT ADMINISTRATOR

MICHAEL BENINCASA
CHIEF BUILDING INSPECTOR

INTAKE SIGNATURE DATE

BUILDING PERMIT APPLICATION CHECKLIST **WHOLE HOUSE DEMOLITION**

Applications and forms must be filled out in their entirety, and signatures must be notarized as necessary.
Incomplete applications will not be accepted.

*****Note: Please be advised additional documentation maybe required by the Building Division*****

ALL APPLICATIONS MUST BE SUBMITTED WITH THE FOLLOWING MATERIALS:

- ☐ Certified copy of the most recent Deed recorded in the [Suffolk County Clerk's office](#)
 - (No photo copy of certification, must be original Certification)
 - ☐ Completed [Building Permit](#) application signed by **EVERYONE** listed on the certified copy of the most recent Deed in the [Suffolk County Clerk's office](#)
 - ☐ [Hold Harmless Form](#)
 - (Original- signed and notarized by **EVERYONE** on the Deed)
 - ☐ Electrical disconnect letter from [PSEG AND a Gas disconnect letter](#). Requests disconnect letters by writing to: PSEG/National Grid 117 Doctors Path, Electric/Gas design and Construction Department, Riverhead, New 11901
 - ☐ Copies of all certificates of occupancy and/or compliance for all structures on the property.
 - ☐ Workman's Compensation Insurance certificate **that makes reference to the location where the demolition will take place** (contractor must be licensed with the Town of Southampton).
- Applicable Forms: [C 105.2](#), [U26.3](#), [CE 200](#). **ACORD FORM NOT ACCEPTED**
*******Form must indicate Demolition Coverage*******
- ☐ [Debris Permit from the Highway Department](#) located at 20 Jackson Avenue, Hampton Bays. The application is attached, and you will be issued your permit at the time you apply at the Highway Department
 - ☐ 3 Copies of survey reflecting all structures on the property to be removed
 - ☐ Cost estimate provided by Contractor if contractor is performing the work or Owner if owner is performing the work.
 - ☐ Fee (Based solely on cost estimate)

*****Note: Fees will be calculated at Front Desk at time of Submittal *****

ADDITIONAL DOCUMENTATION REQUIRED AS MAYBE APPLICABLE

- ☐ [Coastal Erosion Hazard Permit](#): if Demolition is south of Coastal Erosion line
- ☐ Conservation approval (includes: Permit with Original Stamped Survey) or Letter of Non-Jurisdiction. When parcel is within Wetlands Inventory
- ☐ Landmarks and Historic Districts Board (LHDB) [LHDB Demolition Application](#) or Approval Letter: if flagged for LHDB review in the Town's [GIS ePortal](#).

Verification of Ownership or Authorization

- ☐ Original Signed & Notarized Owners Endorsement: If applicant is other than owner.
- ☐ Copy of Deed: If property has been owned for less than a year
- ☐ Proof of Corporation, LLC, Trusts, Funds or Business Ownership (i.e: Original Notarized Opinion Letter, Operating Agreement or Minutes listing members)

*****Note: Documents **MUST** list name of member(s) that are authorizing the submittal of this application*****

- ☐ Death Certificate: If owner listed is deceased.
- ☐ Proof of Legatee (i.e.: Surrogate Letter; Executor of the Will; Certified Letter of Testamentary; Letter of Administration; Letter of Probate; Power of Attorney etc.):
 - When owner is deceased
 - When owner is incapable of submitting an application